

RESOLUTION NO. 84- 117

A RESOLUTION AMENDING THE DELTA CITY PERSONNEL POLICIES MANUAL TO DELETE THE POSITION OF PUBLIC WORKS FOREMAN AND TO CREATE THE POSITION OF ASSISTANT PUBLIC WORKS DIRECTOR.

The City Council of the City of Delta, Utah, referred to in this ordinance as "City Council", hereby recites the following as the basis for adopting this resolution:

A. The City Council has by Resolution No. 81-41 dated July 13, 1981 adopted a Personnel Policies Manual for the City of Delta, Utah, which manual has been amended from time to time.

B. The City Council has determined that the proper conduct of the affairs and operations of the City require a modification in the responsibilities and duties of the position heretofore designated as the Public Works Foreman and therefore desires to amend the Personnel Policies Manual to effect such changes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Delta, Utah:

1. Public Works Foreman Position Repealed. The provisions of the Delta City Personnel Policies Manual creating the position of Public Works Foreman and describing the job, qualifications, requirements and responsibilities of the position are hereby repealed and the position of Public Works Foreman within the City of Delta is hereby abolished.

2. Establishment of Assistant Public Works Director Position. The position of Assistant Public Works Director is hereby created within the City of Delta, Utah. The job description for the Assistant Public Works Director consisting of three pages attached to this Resolution, is hereby adopted as a part of the Delta City Personnel Policies Manual.

3. Administration. The City Recorder is hereby instructed and authorized to distribute to each holder of the Delta City Personnel Policies Manual a copy of the provisions attached hereto and hereby adopted. The Delta City Manager and the Public Works Superintendant are directed and authorized to implement the provisions of the amendments adopted by this resolution.

4. Effective Date. This resolution shall become effective upon adoption.

5. Conflicting Resolutions. To the extent that any resolutions or policies of the City of Delta conflict with the provisions of this resolution, they are hereby amended to be in accordance with the provisions hereof.

PASSED AND ADOPTED THIS 15 day of October, 1984.

Grant S. Nielson
GRANT S NIELSON, Mayor

Attest:

Dorothy Jeffery
DOROTHY JEFFERY
City Recorder

TITLE: Assistant Public Works Director

DEPARTMENT: Water, Sewer, Streets

DIVISION: Public Works

GRADE LEVEL: 16

JOB SUMMARY:

The Assistant Public Works Director:

- Assigns work to crews;
- Supervises the inspection, repair, and general maintenance of equipment of the Public Works departments;
- Operates mobile equipment to assist workers when needed;
- Directs the installation of new water and sewer connections;
- Investigates complaints from the public concerning public works and arranges for corrective measures;
- With the Public Works Director, will interview and hire applicants for employment and can suspend or terminate for cause.
- Contains department expenses within the prescribed budget.

In the absence of the Public Works Director, the Assistant Public Works Director:

- Is responsible for the administration and performance of all departments within the Public Works Division;
- Is responsible for the custody, care, and maintenance of all the physical property of the City not assigned to some other officer or employee;
- Has the chief responsibility for airport facilities, city parks, irrigation water, storm drainage, public buildings owned or used by Delta City, solid waste disposal, City streets, the City

sewer system, and the City water system;

--And such other duties as assigned by the Public Works Director and City Manager.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Public Works Director.

SUPERVISION EXERCISED:

Exercises supervision over subordinates in all public works departments.

QUALIFICATIONS AND REQUIREMENTS:

--Graduation from a college or university with a bachelor's degree in civil engineering and at least two (2) years of progressively responsible public works experience.

OR

--An equivalent combination of education and experience in a public works division substituting on a year-for-year basis.

--Valid Utah chauffeur's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

--Knowledge of management and supervisory skills;

--Knowledge of uniform building codes;

--Knowledge of civil engineering;

--General plumbing skills;

--Ability to operate heavy equipment;

--Working knowledge of municipal water and sewer systems;

--Ability to plan, coordinate, and supervise various public works departments through the designated managers;

--Ability to interpret by-laws, ordinances, and regulations common to public works operation;

--Ability to maintain good public relations.